

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Travel – Excess Lodging Rate Request form (STD 255C) Revision/Reminder of Reporting Requirements	REFERENCE NUMBER: 2011-043
DATE ISSUED: 11/21/2011	SUPERSEDES:

This memorandum should be forwarded to:

**Accounting Officers
Budget Officers
Claims Coordinators
Employee Benefits Officers
Personnel Officers
Personnel Transactions Staff
Personnel Transactions Supervisors
Travel and Relocation Liaisons**

FROM: Department of Personnel Administration
Benefits Division

CONTACT: Ray Asbell, Statewide Travel/Relocation Program Manager
Phone: (916) 324-0526
Fax: (916) 324-3213
Email: Raymond.Asbell@dpa.ca.gov

The Department of Personnel Administration (DPA) recently revised the Excess Lodging Rate Request form (STD 255C). The changes, summarized below, makes the form easier to read and understand.

- Travel is now divided into two (2) sections: regular travel and conferences/conventions. The room rate within each section will determine the approval authority (departmental delegation or DPA).
- The URL (internet address) linked to the Department of General Services' (DGS) lodging website has been removed; it is no longer maintained by the DGS.

Continuing policy per [PML 2006-013](#) remains in force and effect for all represented and excluded/exempt employees. Departments are reminded that they must continue to submit to DPA an annual report documenting all of the STD 255C's approved within your delegation. The reporting period is July 1–June 30 and is due no later than August 31st.

Questions or concerns about this memo should be directed to Ray Asbell at the phone number or email address listed above.

/s/Greg Beatty

Greg Beatty, Chief
Benefits Division